



Policy Research Associate & Bill Analysis Reviewer

POSTING NUMBER **22007**

DATE POSTED	November 4, 2021	APPLICATION DEADLINE	November 18, 2021
DEPARTMENT	Research/Policy Research & Bill Analysis		
SALARY	Salary commensurate with qualifications and experience. The council also offers a generous benefits package. Please click here for more information.		
DESCRIPTION	<p>This is a non-entry-level position within the Research Division of the Texas Legislative Council, an independent nonpartisan legislative support agency. During the interim, duties include gathering, synthesizing, and analyzing information to provide high-quality and unbiased information to state legislators and legislative staff. During the legislative session, duties include drafting and reviewing legislative analyses. Assignments are directed and reviewed by senior research staff, but are generally performed independently.</p>		
RESPONSIBILITIES	<p>Primary responsibilities for this position include:</p> <ul style="list-style-type: none">• Conducting research and preparing findings and reviewing others' research and findings.• Communicating with legislative staff to complete research requests and delivering findings to support public policy development and bill drafting.• Undertaking activities to increase knowledge and understanding of assigned subject areas, including by monitoring legislation and legislative activity.• Participating in the development of interactive and infographic projects.• Preparing or contributing to the preparation of publications and websites.• During the legislative session, drafting and reviewing bill analyses, senate and house amendment analyses, and conference committee report analyses.• Participating in the hiring and training of sessional bill analysts.• Performing other duties as assigned.		
QUALIFICATIONS	Minimum qualifications for this position include:		

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155

Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair



- Bachelor's degree from an accredited four-year college or university, with preference given to those with an advanced degree.
- At least four years of relevant work experience, including experience working through at least two legislative sessions in Texas and experience in drafting and reviewing analyses of legislation.
- Extensive knowledge of the legislative process and the structure and functions of state government in Texas, with preference given to those with deeper understanding of state pension systems, the business of insurance, or state licensing regimes.
- Extensive experience with legislative research resources and methods, including experience researching other states' laws.
- Strong communication and interpersonal skills, including excellent written and oral communication skills, and experience in legislative client communications.
- Ability to quickly develop expertise on a wide range of issues and topics.
- Ability to work under deadline pressure and adapt to a change of pace in workload.
- Skill in planning and conducting research projects within time limits.
- Skill in the use of word processing and other relevant software applications.
- Ability to work overtime and irregular hours as required, including evenings, weekends, and holidays.

TO APPLY

To be considered, an applicant must submit a cover letter and a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>). Submissions that do not include both components will not be considered.

Submit requested documentation by:

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council
P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

TEXAS LEGISLATIVE COUNCIL

P.O. Box 12128, Capitol Station | Austin, Texas 78711-2128 | (512) 463-1155

Dan Patrick
Lieutenant Governor
Joint Chair

Jeff Archer
Executive Director

Dade Phelan
Speaker of the House
Joint Chair



As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.